



JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY

Planning Commission Recruitment and Appointment

Meeting Date: February 12, 2014
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5b
Staff Contact: Tere Andrews
Contact Telephone Number: 541.998.2153

ISSUE STATEMENT

Provide recommendation to City Council on a Planning Commission Alternate. The second Planning Commission Alternate vacancy will come before the Planning Commission at the April meeting. the deadline for applications for the second Alternate position is March 18, 2014.

BACKGROUND

The current Planning Commission Alternate vacancy was created when Commissioner Sumner was appointed to fill the unexpired term of Commissioner Lemhouse. The City has received one (1) application (see attached applications).

The table below lists current Planning Commission members, their terms of office and where they reside; inside or outside City Limits or the Urban Growth Boundary. All applicants reside in the 97448 zip code.

Current Planning Commission & Alternate

First Name	Last Name	City Limits	UGB	Term of Office
Jason	Thiesfeld (Chair)	Yes	Yes	10/12-10/16
Sandi	Dunn (Vice-Chair)	No	No	1/11-10/14
Jeff	Haag	No	No	11/13-10/17
James	Hukill (filled the unexpired term of J. Wheeler)	Yes	Yes	1/11-10/14
Patricia	Phelan	Yes	Yes	10/12-10/16
Jack	Sumner (filled the unexpired term of B. Lemhouse)	Yes	Yes	1/11-10/14
Robert	Solberg (fills the unexpired term of K. Weaver)	Yes	Yes	10/12-10/16
Vacant	(alt.)			8/13-10/16
Vacant	(alt.)			10/12-10/16

- At least three (3) members must reside within the City Limits
- Two (2) members may reside anywhere inside the UGB (that includes City Limits)
- Two (2) members may reside anywhere inside the 97448 Zip Code

PLANNING COMMISSION OPTIONS

1. Make recommendation to the City Council
2. Table the item
3. Other options proposed by the Planning Commissioners.

PLANNING STAFF RECOMMENDATION

Staff recommends that the Planning Commission give a recommendation to the City Council.

SUGGESTED MOTION

“I move to recommend to the City Council that (name) be appointed to the Junction City Planning Commission as a regular member.”

ATTACHMENTS

1. Planning Commission vacancy announcement
2. Completed Application (K. Cross)

NOTICE OF JUNCTION CITY PLANNING COMMISSION VACANCY - Two Openings

NOTICE is hereby given that the City of Junction City is accepting applications for two Planning Commission alternate positions. Terms are through October 2016.

The Planning Commission is made up of seven regular members and two alternates. All nine positions are citizen volunteers, appointed by the Mayor and Council. The Planning Commission meets monthly on the third Tuesday at 6:30 p.m. You must live in the 97448 zip code to apply.

The Planning Commission is charged with making recommendations to the Council on updates to the Junction City Comprehensive Plan, functional plans, and refinement plans for the City, which are adopted by the Council as the official guides to public and private uses of land. The Commission prepares and makes recommendations to the Council on City legislation that will implement the purposes of the Comp Plan and keep zoning, subdivision, and sign code ordinances current. The Commission may also hold hearings on minor partitions, major partitions, and subdivisions.

Applications may be obtained at City Hall, 680 Greenwood Street, Junction City, from 8 a.m. to 5 p.m. or downloaded from the City's website at www.junctioncityoregon.gov. Please submit applications to City Recorder Kitty Vodrup at the above address. 1st review of applications for Alternate Position #1 is deadline is January 31, 2014 at 5:00 p.m. 1st review of applications for Alternate Position #2 is March 18, 2014 at 5:00 p.m. Positions are open until filled.

Contact: 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Tuesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: Kevin Cross

Mailing Address: 93865 Prairie Rd.

City, State, Zip: Junction City, OR 97448

Daytime Phone: Evening Phone:

E-mail Address:

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address:

Occupation (current or former if retired):

Signature

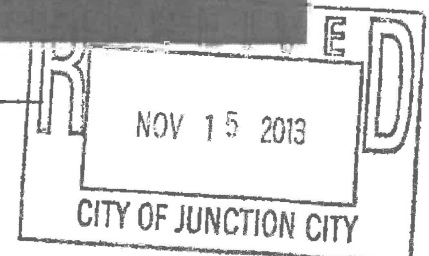
11/14/13
Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received:

Appointed:



To Whom It May Concern,

Hello, my name is Kevin Cross. I am currently going to school majoring in Construction Engineering Management. Cities expansion and the processes involved therein are of great interest to me. I want to join the Planning Commission because I think that I can provide good level headed insight on decisions that impact our community. I have experience in managing construction sites, subdivision development and applying for city permits. I recently finished my enlistment with the United States Air Force, which made me extremely detail oriented and enhanced my ability to work in team environments. I think joining the Planning Commission would be a worth while experience and directly relate to the career field I am pursuing. Thank you for your consideration.

Sincerely,

Kevin Cross

